

Workshops

March 2019

★ **Heber Employment Center**
69 N. 600 W., Suite C • Heber City
435-654-6505

★ **Park City Employment Center**
1910 Prospector Dr., #100 • Park City
435-649-0921

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to jobs.utah.gov and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills		Location
RESUMÉ WRITING & COVER LETTERS:		
By appointment	Please call to schedule	Heber Park City
INTERVIEWING SKILLS:		
By appointment	Please call to schedule	Heber Park City
JOB SEARCH STRATEGIES (INCLUDES NETWORKING):		
By appointment	Please call to schedule	Heber Park City
EMPLOYMENT ESSENTIALS:		
None March 19	9:00 a.m. - 11:00 a.m	Heber Park City
*LINKEDIN #1:		
By appointment	Please call to schedule	Heber Park City

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES (INCLUDES NETWORKING): Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



jobs.utah.gov